

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of January 17, 2019 Meeting

Athens-Clarke County Board Room 3:30 pm

Meeting was called to order at 3:35 p.m. by Chairman Westmacott. Present were Ms. Bryant, Mr. Campbell, Ms. Darnell, Ms. DeWolf, Mr. Prokasy, Ms. Harrison, Ms. Mills, Mr. Shapiro, Ms. Shoemaker, Mr. Thomas, Mr. Timmons, Chair Westmacott, Mr. Wyatt. Absent were Ms. Booth, Ms. Flowers, and Mr. Rice. Staff attending was Ms. Bell, Ms. Brumby, Mr. Burns, Ms. Fike, Ms. Green, Ms. Mayfield, Ms. Mead, Ms. Shull and Ms. Moncrief.

The Minutes of October 18, 2018 board meeting were unanimously approved. (Moved by Ms. Harrison, Seconded by Mr. Timmons)

The adoption of current Agenda was unanimously approved (Moved Mr. Timmons, Seconded by Mr. Wyatt)

Public Comment - None

Financial Report:

- FY19 2nd Quarter Financial Report unanimously accepted.

Regional Reports

Athens-Clarke County:

- Ian Thomas, new Chair of the Athens-Clarke County Board has accepted position on the Athens Regional Library Board.
- The 2020 SPLOST proposal and presentation has been completed with the suggestion of a new East Athens Branch to the Citizens Board and was a great success and well received. Director Bell and her team created the report and information that answered most of the Citizens Board questions.

Franklin County:

- Rosie Chitwood our branch manager has retired and Maggie West is her replacement. We feel she will do a great job.
- A special needs story time has started at both Lavonia and Royston libraries.

Madison County:

- Jennifer Ivey, branch manager has started an Outreach program at the Madison County Senior Center and is very well attended.
- The library has Georgia Artist with Disabilities Exhibition on display through February.
- Madison County Library was awarded \$1200.00 for the Vibrant Communities Grant.
- An acting workshop has started for interested patrons.
- Jennifer Ivey has started writing a column about the library for the local newspaper.

Oconee County:

- New Mayor of Watkinsville Dave Sharin is the newest member of the library board.
- Boy Scout Collie Pearson will be creating a pollinator garden for his Eagle Scout project at the Bogart library branch.
- Watkinsville Friends of the Library book sale will be February 7-9, 2019.
- Donna Butler, Bogart branch supervisor reported that the construction is moving along with a completion date sometime in February.
- Kimberly Lowman has retired from the Oconee County Library Board and Mark Campbell has

agreed to serve another term.

Oglethorpe:

- Linton Long has increased computer classes, Jessica Ellis has been building attendance at Story time, Laura Lindsey continues to coordinate Movie Nights.
- The new RICOH copier has been installed.
- The library is now flying a flag from Congressman Jody Hice that had flown over the US Capitol in honor of the library.
- The library is hosting the 9th District Opportunity's Energy Assistance Program meetings.
- The Oglethorpe Board of Trustees has welcomed new member Ruth Anthony Vernoitico.
- FOL sponsored donation jars at eight local businesses to bring in money.

The FOL has also focused their attention to the spring county wide membership drive.

Director's Report:

- Legislation (Dot Dog) day is scheduled for February 13th. Would you like for us to organize another bus trip to the Capital? It costs about \$1,200. The project we have on the Construction Outlay budget is listed as #10 and is the renovation and expansion of the Watkinsville Branch.
- I would like to go out for RFP for a new insurance carrier. Between the Pinewoods Branch not being covered when flooding occurred and the Tool Library, I believe we should at least see if we can get some other type of comprehensive coverage. We may not have to go out for RFP if the amount is less than State threshold of \$25,000 (The ARLS threshold is \$5,000). If that is the case, how do you want me to get your approval? Our insurance policy needs to be renewed in March.
- We are putting the finishing touches on the new Bogart Branch renovation. We are expecting a grand opening in February or early March. We will keep you informed about the date and time of this important event.
- Pinewoods Branch reopened for service on December 17th. The cost of repairs is still being calculated. Estimates are \$36,000. Thankfully, the State MRR for emergencies picked up 90% of the repair cost and the Friends/Endowment allowed us to divert monies from the Teen redesign for the remaining 10%.
- The annual **Staff Development Day 2019** was led by Circulation Manager, Toby Mayfield. This year's theme was Acting on Our Values. Our Keynote speakers were Liz Fitzgerald, Jamie Bowers, and Lindsay Southworth from the Free Library of Philadelphia. Valerie unveiled our cooking stations received through The American Dream Grant and we learned how to launch a cooking program with a focus on serving English language learners. The rest of the classes that day focused on our values: Inclusive, Community, Respect, Excellence, and Welcoming. With this \$11,000 grant, we purchased portable kitchens for each ARLS County to be used to engage literacy, ESL and STEAM learners through cooking and food experiences. The carts and equipment were delivered to the counties in November. The equipment is available; we just need to get it out to everyone. The classes have proved very popular in Athens.
- Jean Mead came on board as the Assistant Director of Regional Services & Outreach on October. Jean has been doing a terrific job for us working with Pinewoods Branch Manager, Aida Quinones picking up and completing the American Dream Grant in her first month of service.
- Evan Bush has been selected to serve on the national ALA/ALSC Pura Belpre book award committee; and the ALA Caldecott Award committee for 2019.
- Jean Mead has been accepted into the PLA Leadership Academy. She is one of 28 nationwide applicants that have been selected to participate. The training program will take place in Chicago III. In March.
- ACCL's IMLS Trauma-Informed and Teen Girl Mentoring grant is underway. The School of Social work interns have established office hours at the library (Mondays 3-6; Wednesdays 10-5; Thursdays 10-5; & Fridays 10-3). We held our first training Trauma-Informed training on suicide

prevention (QPR = Question, Persuade, Refer) on 11/27. The Resource Team received Trauma-informed training on 12/18. The staff will receive initial training on 1/23 at 9:30; repeated on 1/24 at 2:00pm; and repeated again on 1/31 at 9:30. We are specifically offering the training multiple times so that branch staff are able to attend. All staff and all Board members are welcomed to come attend these helpful life skills trainings.

Old Business:

Policy Review Committee will review and make their recommendation for changes and approval for suggested policies at the April 18, 2019 meeting

New Business:

- Approval to organize a trip to State Capitol for "Hot Dog Day" with State Senators and Representatives. After discussion it was decided to not go this year.
- Approval to send out an RFP for new insurance carrier to include all necessary coverages needed of all library branches. (Motioned by Mr. Timmons, Seconded by Mr. Thomas, unanimously approved)

Announcements - Next meeting is scheduled to be held at the Bogart Library Branch.

Adjourn - With no further business, Chairman Westmacott called for adjournment at 4:30pm.
(Motioned by Mr. Wyatt, Seconded by Mr. Shapiro, Unanimously approved)

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of April 18, 2019 Meeting

Bogart Library 3:30 pm

Meeting was called to order at 3:35 p.m. by Chairman Westmacott. Present were Ms. Booth, Ms. Bryant, Mr. Campbell, Ms. Darnell, Ms. DeWolf, Ms. Flowers, Ms. Mills, Mr. Rice, Mr. Thomas, Mr. Timmons, Chair Westmacott, Mr. Wyatt. Absent were Mr. Prokasy, Mr. Shapiro, and Ms. Shoemaker. Staff attending was Ms. Bell, Ms. Brumby, Mr. Burns, Ms. Fike, Ms. Green, Ms. Mayfield, Ms. Mead, Ms. Shull and Ms. Moncrief.

The Minutes of April 18, 2019 board meeting were unanimously approved. (Moved by Mr. Wyatt, Seconded by Mr. Campbell)

The adoption of current Agenda with additions was unanimously approved (Moved Ms. Booth, Seconded by Ms. Darnell)

Public Comment - None

Financial Report:

- FY19 3rd Quarter Financial Report unanimously accepted.

Financial Committee Report:

- Mr. Timmons reported that an Independent Report meeting was held with Director Valerie Bell, Auditor Terry Masters, Business Manager Mamie Fike, and Finance Committee to discuss findings of yearly financial audit. The committee agrees with the findings, which are all correctable and suggestions from staff which include: SunTrust Bank did not provide proper documentation, Balance Sheets to be provided to Board at quarterly meetings, and possibility of changing banks.
- Mr. Wyatt reported the account is in good standing with a March 2019 balance of \$29751. Interest over the last year is \$1223. This account is distributed between 7 different funds so in order to keep this as a perpetual fund to be used for Staff Development Day; we would need a 6-7% gain. Historically the yield is 8.7% and in order to achieve that gain, the committee will continually adjust the investment portfolio as needed.
- Changing Banks will require explorations of the entire Region's banking institutions, general banking information, CD's, interest rates, RFP's of other libraries, etc. There will be a complete report at July meeting of findings.

Regional Reports

Athens-Clarke County:

- Mr. Thomas presented the FY2020 Budget Proposal to the Athens-Clarke County Commission and it was well received.
- 2020 SPLOST proposal continues to be considered, there are challenges but has general support

Franklin County:

- Two Receptions were held for Retiring Branch Manager Rosie Chitwood. We appreciate Rosie's dedication and service and wish her well.
- Lavonia Friends of the Library had a doughnut sale and raised \$364
- Royston Soring Book Sale raised \$700+ and there will be a cakewalk in May
- Three new staff members have been added

Madison County:

- Georgia Artists with DisAbilities had an exhibit and the reception drew a crowd of 70+
- Friends of the Library spring book sale raised \$2764
- Jennifer Ivey spoke on library resources of interest to the business community at the Madison County Chamber of Commerce breakfast
- A total of 104 youth programs were presented with 2574 in attendance
- The library has received a grant from ALA to host “Thinking Money 4 Kids” as early financial literacy interactive exhibit.

Oconee County:

- March 30, 2019 marked the Grand Opening of the “New” Bogart Library with 10,000 square feet; it is a highly efficient facility and exceeds patrons’ wildest dreams for Bogart.
- Presentations to Oconee County Commissioners and Board of Education for next fiscal year’s funding went well.
- Oconee County Watkinsville Branch library will be receiving money from the State and Georgia Public Library Service for new construction. Things that need to be completed include site location, size and type of construction. Hopefully a 15,000 square foot base building constructed in a fashion that would allow for future additions.
- Donna Butler (Branch Supervisor) and Molly Moore spoke about the positive comments made by all old and new patrons about the expansion of the Bogart branch.

Oglethorpe:

- A Thank You reception was held during February “Love your Library” month for library funding agencies, volunteers and Friends of the Library.
- Monday Movie Matinees in coordination with the county Senior Center continues to be popular.
- The library will be getting estimates for repairs like painting and flooring repairs.
- Board members have continues to give reports to their respective funding agencies.
- The Friends of the Library are planning a Book and Bake Sale for May 3-2019.

Director’s Report:

- The Winterville Branch held its Grand re-opening celebration on February 2nd after several months of renovation. It was a beautiful day and a very large crowd of community residents. State Representative Spencer Frye was in attendance along with ACCUG Commissioners Patrick Davenport and Ovita Thornton and Winterville Mayor Dodd Ferrell.
- The Bogart Branch held its Grand Opening celebration on March 30th after nine months of being closed to the public. We were fortunate with another beautiful day and a large crowd of community residents. State Senator Bill Cowsert and State Representative Houston Gaines were both in attendance and shared remarks. Oconee County Board of Commission Chairman John Daniels and Bogart City mayor Terry Glenn also shared remarks with the residents.
- **National Library Week** ran from April 7 - April 13. In celebration this year, all of our counties received a proclamation from their Boards of Commission in recognition of our efforts. We plan on repeating this process of celebration every year.
- We are moving forward with plans for our **Strategic Direction**. We are starting by surveying the staff on a variety of topics. There are eight subject surveys that staff will be asked to take over the next few months.
- Our **IMLS Grant for Trauma Informed Library Services** has gained national attention. We were included on ALA’s Facebook page; we’ve been interviewed by School Library Journal, American Libraries, and Library Journal.
- The extra funds left from the purchase of the new transit van will be transferred into an account minus the amount of the new wrap.

Old Business:

- Policy Committee recommends that the following policies be adopted as they are for the good of the Regional Library System:
 - 3 D Printing - Patron policy
 - Materials Donation Policy
 - Personnel Policy: C-4, Pre-employment Drug Testing policy

New Business:

- Approve NEW Regional/Patron Policy: 3D Printing Policy (Motioned by Mr. Wyatt, Seconded by Ms. Bryant, Unanimously approved)
- Approve Revised Regional/Patron Policy: Materials Donation Policy (Motioned by Mr. Wyatt, Seconded by Ms. Bryant, Unanimously approved)
- Approve Personnel Policy: C4.Pre-employment Drug Testing policy (Motioned by Mr. Wyatt, Seconded by Ms. Bryant, Unanimously approved)
- Approve the Athens Regional Library System Audit - AUP (Agreed Upon Procedures) for FY2018 (Motioned by Mr. Campbell, Seconded by Mr. Rice, Unanimously approved)
- Conflict of Interest Policy - Introduced to Policy Committee for review and will be discussed at July 2019 meeting.
- Athens Regional Board Committee Assignment - Assignments were made. (Motioned by Ms. Mills, Seconded by Ms. Booth, Unanimously approved)

Announcements - None

Adjourn - With no further business, Chairman Westmacott called for adjournment at 4:45pm.
(Motioned by Mr. Campbell, Seconded by Mr. Rice, Unanimously approved)

Next Meeting scheduled for July 18, 2019 at 3:30 at Athens-Clarke County Library

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of July 18, 2019 Meeting

Athens Clarke County Library 3:30 pm

Meeting was called to order at 3:35 p.m. by Chairman Westmacott. Present were Ms. Booth, Ms. Bryant, Mr. Campbell, Mr. Shapiro, Ms. Shoemaker, Mr. Thomas, Chair Westmacott. Absent were Ms. Darnell, Ms. DeWolf, Ms. Flowers, Ms. Mills (resigned), Mr. Prokasy, Mr. Rice, and Mr. Wyatt. Staff attending was Ms. Bell, Ms. Brumby, Ms. Fike, Ms. Green, Ms. Mayfield, Ms. Mead, Ms. Shull and Ms. Moncrief.

The Minutes of April 18, 2019 board meeting were unanimously approved. (Moved by Mr. Campbell, Seconded by Mr. Shapiro)

The adoption of current Agenda with additions was unanimously approved (Moved Ms. Booth, Seconded by Ms. Bryant)

Public Comment - Mr. Freeman, spoke of treatment received from a staff person on recent visit. Mr. Freeman had an appointment scheduled to speak with Director Valerie Bell and Assistant Director Trudi Green on July 19, 2019.

Financial Report:

- FY19 4th Quarter Financial Report - Revenues at 101.09% (increase includes lost book fees paid), expenditures at 98.03% to end the year. Unanimously accepted.

Regional Reports

Athens-Clarke County:

- 2020 SPLOST proposal continues to be considered, final vote will be on the July 18, 2019 at 6:00pm for inclusion on November ballot. Mr. Thomas and Ms. Bell were set to attend.

Franklin County:

- Maggie West, the new branch manager has increased the number and quality of programs for patrons at both Lavonia and Royston branches.
- Friends of the Library in Lavonia had a brochure printed to promote the library. These are located at area businesses for distribution.
- Royston Friends of the Library used revenues to pay for an extra summer worker in the library.

Madison County:

- The summer reading program has had over 70 programs with 645 in attendance.
- August 21st the library will host the Annual Senior Citizens Day with activities including a local Dulcimer group performing.
- Jennifer Ivey, branch manager attended 2019 ALA Conference in Washington DC where she trained on a new exhibit for children.

Oconee County:

- Circulation for the county has increased again over 2% from last year.
- The new Bogart Branch is still being celebrated and enjoyed by many patrons.
- New programs may be added including AARP tax aids for adults and Starlab for children.
- The County Board of Trustees will have many trustees finish their terms this year and new applications are being accepted at this time.
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Oglethorpe:

- Austin Jenkins, for his acceptance to the 4th cohort of YALSA/ARLS Future Ready with the Library Project to help middle school youth with career and college readiness.
- Board members have continued making reports to their respective funding agencies Frances Hansford spoke to the Lexington City Council, Ruth Vernotico to the Crawford City Council and Bill Cabaniss to the Maxeys City Council and all reported a good reception from their respective groups.
- Friends of OCL held their best 3 Day Book and Bake Sale ever - \$900
- The Mobile Kitchen Unit has been organized and online video sessions are being planned.
- The 2019 budget is in better shape due to an amended BOC budget increase of \$1,000 plus having the unused portion of 2018 In-Behalf funds, about \$2,000, being added to our revenues.
- Jean Westmacott gave a presentation to the Oglethorpe County Rotary Club on a "History of Public Libraries". . The Rotary Club agreed to discuss it and last week voted to approve \$1500 for this year, with the proviso that the library come back each year to ask for future contributions.

Director's Report:

- Passes offered to patron through the library at all branches will now be publicized through a brochure at all branches. These passes include The Breaman Museum, Michael C Carlos Museum, Center for Puppetry Arts, Chattahoochee Nature Center, and Zoo Atlanta all based in Atlanta and Museum of Arts and Sciences, Tubman Museum, Georgia Sports Hall of Fame, and GoFish Education Center located in Macon.
- TILT program in conjunction with the UGA School of Social Work is in full swing. Services are offered each week to patrons along with "table events" in the lobby of the ACC Library in which local organizations share information to patrons, most recently the Council on Aging presented information and services for seniors. Our TILT training will continue with staff from all branches to include Self Care, De-escalation of stressful situations with patrons, Incident reports, and Empathetic Engagement.
- ERead Kids" is launching on August 1, 2019! We are happy to report that working through GPLS and Baker & Taylor we will be able to offer a special collection of fiction and non-fiction titles. This program includes almost 15,000 ebooks and eaudiobooks, focused on kindergarten thru Grade 4, with a one book, one user model. Each Branch will receive table tents, postcards, and posters to advertise the new collection.
- I have not been able to move forward with the RFP for banking or insurance services.
- IT is currently planning to upgrade all computers in the system to Windows 10 by January 2020, at which time Windows 7 will no longer be supported. Note that Windows 7 was the operating system of choice in a public setting, due to certain advantages in features for management and desktop restrictions, however it will not be an option once Microsoft stops supporting security patches. This will be a big project for the IT department in the coming months.
- Trained new computer staff for Oconee County, Zachary Cook as well as Madison County support Camden Joiner. Training included how to re-image large numbers of computers, how to set up and manage print servers, basic processes for maintenance and support, and working with particular software such as DeepFreeze and PrintQuest.
- Erate decision letters have been received for 2019 services. All requests for discounted funding were approved, including Internet services at all locations and additional infrastructure equipment, including new wireless access points for Bogart to increase coverage for their new spaces, as well as various edge switches needed for Athens.
- GPLS has begun offering server space for document retention. Erate documents are required to be preserved for ten years, so this will help streamline digitized document retention.
- A web redesign project is in progress. Robin Fay and Greg Deal have begun working with Wordpress software and work has begun on installation and configuration for a new in-house web server for the web site.

- The ACCL circulation manual was completed! The branch circulation manual was distributed to the branch managers for their customization and use. These manuals have already proven to be a great training tool and resource.

Committee Reports

Finance - There was a recent meeting to discuss the upcoming FY2020 budget and it was decided to separate some of the line items to ease in tracking for better understanding by Board Trustees and to adopt the budget as presented. Also, Ms. Fike will be sending out an RFP for Banking Services.

Vanguard - None

Policy - The two policies read at April 18, 2019 meeting, Conflicts of Interest and Gifts, Gratuities, & Favors have been reviewed and the committee agrees with the changes and submits them to the Board for approval

Personnel - None

Old Business: None

New Business:

- Approve FY2020 Signature Authority of Jean Westmacott for Athens Regional Library System, Unanimously Approved (Moved by Mark Campbell, Seconded by Karen Harrison)
- Approve Oconee County Board of Commission's plans to purchase land & build new county building of offices to include new library (shared use), Unanimously Approved (Moved by Mark Campbell, Seconded by Karen Harrison)
- All Board Actions approved and will be ratified at October 17, 2019 meeting with a full quorum, Unanimously Approved (Moved by Howard Shapiro, Seconded by Ramona Booth)

Announcements - None

Executive Session - Board went into session at 4:20 (Moved by Jean Westmacott, Seconded by Ian Thomas) Executive session was adjourned and went back to general meeting at 4:40.

Adjourn - With no further business, Chairman Westmacott called for adjournment at 4:47pm. (Motioned by Mr. Shapiro, Seconded by Ms. Booth, Unanimously approved)

Next Meeting scheduled for October 17, 2019 at 3:30 at Athens-Clarke County Library

Board Actions

- The Minutes of April 18, 2019 board meeting were unanimously approved. (Moved by Mr. Campbell, Seconded by Mr. Shapiro)
- The adoption of current Agenda with additions was unanimously approved (Moved Ms. Booth, Seconded by Ms. Bryant)
- Approve FY2020 Signature Authority of Jean Westmacott for Athens Regional Library System, Unanimously Approved (Moved by Mark Campbell, Seconded by Karen Harrison)
- Approve Oconee County Board of Commission's plans to purchase land & build new count building of offices to include new library (shared use), Unanimously Approved (Moved by Mark Campbell, Seconded by Karen Harrison)
- All Board Actions approved and will be ratified at October 17, 2019 meeting with a full quorum, Unanimously Approved (Moved by Howard Shapiro, Seconded by Ramona Booth)
 - Approve to place \$10,000 in restricted funds for the purpose of contract work for a Grant Writer.
 - Approve to place \$5,000 in restricted funds for the purpose of establishing a staff EAP program.
 - Approve to change the title of restricted fund account Web Design & Content Management to Web Design and Strategic Planning.
 - Approve to place \$6,500 into the restricted fund Web Design and Strategic Planning.
 - Approve to transfer \$25,000 from the restricted Van account into reserve.
 - Approve to use \$8,800 from restricted funds into vacation liability.
 - Approve Director Valerie Bell's Salary
 - Approve changes in the following policies: Conflicts of Interest and Gifts, Gratutities, & Favors.

ATHENS REGIONAL LIBRARY BOARD OF TRUSTEES

Minutes of October 17, 2019 Meeting

Athens Clarke County Library 3:30 pm

Meeting was called to order at 3:38 p.m. by Chairman Westmacott. Present were Ms. Booth, Ms. Bryant, Mr. Campbell, Ms. Darnell, Ms. DeWolf, Ms. Flowers, Mr. Rice, Mr. Shapiro, Mr. Thomas, Chair Westmacott, and Mr. Wyatt. Absent were Ms. Harrison, Ms. Mills (resigned), Mr. Prokasy, and Ms. Shoemaker. Staff attending was Ms. Bell, Ms. Brumby, Ms. Fike, Ms. Green, Ms. Mayfield, and Ms. Moncrief.

Recognition:

Robert Wyatt and Kate DeWolf were thanked for their continued service to the Library System and the Board of Trustees. Both have fulfilled their tenure with the Athens Regional Board of Trustees. Donna Brumby, Assistant Director for Organizational Development retired after many years of service and was recognized with a Resolution in her honor.

The Minutes of July 18, 2019 board meeting were unanimously approved. (Moved by Mr. Shapiro, Seconded by Mr. Wyatt)

The adoption of current Agenda with additions was unanimously approved (Moved Mr. Campbell, Seconded by Ms. Bryant)

Public Comment - None

Financial Report:

- FY 1st Quarter Financial Report - Revenues at 25.20%, expenditures at 22.65% to end the year. Unanimously accepted.

Regional Reports

Athens-Clarke County:

- The Board has three vacancies and will be notified from the Athens-Clarke County as to the replacements.
- A program that will allow every student in Athens-Clarke County to sign up for a library card in cooperation with the Board of Education has been adopted. It will allow access to online & physical material.

Franklin County:

- Patronage increasing.
- More programs added for children, young adults, and adults.
- Book Sale by Friends of the Library was a success.
- A fundraiser Murder Mystery Dinner Theater along with a silent auction sponsored by the Friends of the Library will be held on October 28, 2019.

Madison County:

- Throughout the last quarter the library has held 66 programs with 986 in attendance.
- A new program Coffee and Conversations has started well. Held each Monday, encouraging patrons to stop by have coffee and meet others in the community in the multi-purpose room.
- A reception for the Georgia Artist with DisAbilities exhibit was held in September with the Madison County Pilot Club presenting a painting by artist Sabrina Bennet to the library.

Oconee County:

- Summer Reading had overwhelming participation with 48,462 hours logged in by patrons.
- Watkinsville Branch Friends of the Library is looking forward to its Fall Book Sale.
- Watkinsville Branch is having some plumbing issues but repairs should be covered by Oconee

County SPLOST budget.

- The Board will have 5 new Trustees due to end of service, applications are being reviewed.
- New Officers of the Oconee County Board of Trustees are Mark Campbell - Chair, Rubielen Norris - Vice Chair, Laura French - Secretary.

Oglethorpe:

- Kudos to Branch Manager, Austin Jenkins, for his part in the ALA's webinar about ARLS's culinary literacy programs along with Valerie Bell and Tracy Guillorn from the Royston branch. He has also been selected to serve on Oglethorpe County's Complete Census Committee.
- Jaamy Zarnegar from the Last Resort Grill gave a well-attended cooking demonstration on cooking salmon in parchment using our Mobile Kitchen in August.
- Oglethorpe County commissioners increased their contribution to the library more than in past years - about \$2,000, which is much appreciated and will allow the library to increase open hours from 42 to 46 per week and give a slight raise in wages to library staff. The library board voted to restore Friday afternoon hours. In addition, the county has agreed to an MRR match for needed interior painting and bathroom repairs.
- Friends of OCL had a great Book and Bake Sale - \$1300, plus they have recruited some new members. Plans are underway for a new fundraiser to be held at G Brand BBQ in Crawford, where the restaurant will donate a percentage of their earnings on a selected Thursday to the library.
- Congressman Jody Hice and Senator David Perdue visited the library to offer services to area patrons on September 16.
- The library has been able to revive some programs - the Anime Club, the High School Book Club and added twice monthly visits to a local daycare center. Some children's books have been purchased with funds from the Rotary Club.
- The library has been having difficulty filling a custodial vacancy, but hopes to work out something soon with a Cleaning Service.

Director's Report:

- The Governor has mandated reductions in the FY20 (current year) and FY21 (next year) budgets. This year, GPLS must submit plans for a 4% reduction. GPLS has opted to make the reduction from the materials grant; our preliminary calculations indicate this would reduce the per capita materials amount to \$.23. They have begun the reduction in October.
- It is anticipated that we may experience an additional 2% cut for FY20. Since one-time reductions are not allowed, any reductions for next year are considered permanent. Many of you have worked long and hard to get the materials budget up to \$0.35. That is now in jeopardy.
- While the funds will be withheld immediately, this is not a done deal. The Governor proposes a budget in January, and the legislature votes on it, so things may change considerably during this process. We won't know for certain until February-March for this year's budget, and later than that for next year's.
- Ms. Bell was sorry to report that our GLASS outreach office will be closing effective December 31, 2019. There is a new service entitled Duplication on Demand that will make downloading audiobooks for the blind more convenient. It is believed that Duplication on Demand, when fully implemented will improve customer service while lowering demands on staffing and lower overall expenses by requiring much less space to run the program. Additionally, because of the state agencies budget cut, GPLS feels that this will provide a needed savings. Unfortunately, we have three staff members who work for GLASS. We have found positions for two, but I'm still trying to find a local position for one of our GLASS team members.
- We will be offering Georgia Public Library Service's "Trustee Practices Training" for all new to the Board's membership on February 5 or 6, 2020 at 5:30pm. This will be a great refresher for as many Board members as would like to attend.
- As you know Donna Brumby our Assistant Director of Organizational Development will be retiring on October 31st. This is her last Board meeting. I just want to say that I truly

appreciate all of Donna's hard work while I have been serving as Library Director. In my short time, Donna has led us to record grant figures, an updated personnel policy, a framework for our human resources department, and continuity in knowledge from one administration to the next. She will be sorely missed. We are planning a small retirement celebration on November 20th from 5:30 - 7:30.

- Ms. Bell stated "It gives me great pleasure to notify you that with the help of members from the ARLS Board, (Mr. John Timmons, Mr. Ian Murray & Mr. Howard Shapiro) we have selected Sue Plaksin as the future Assistant Director of Organizational Development for ARLS. Some of you may know Sue. She currently works for GPLS as their E-Rate manager. Everyone on the interview team believes she will do a fantastic job for us".
- Ms. Bell was so pleased to share with you that ACCL and ARLS have been featured in three [national] professional journals. We have an article written by Rhianon Eades on the Trauma Informed Library Services that has/will appeared in the June issue of "American Libraries" and in the September/October issue of "Public Libraries". We have an article coming in the December issue of "Computers in Libraries" about our Solar Garden Array.
- Planning for SDD is well underway. Our two co-chairs this year are Toby Mayfield, Circulation Services Coordinator and Jean Mead, Assistant Director. The staff in-service will be held on Wednesday November 13 and all libraries in ARLS will be closed to the public. Please consider yourselves invited to attend.
- We will be hosting a special keynote speaker at a reception on the 12th from 5:30 - 7:30. You will be receiving an invitation, but please mark your calendars now, you won't want to miss it.

Committee Reports

Finance - Ms. Fike will be sending out an RFP for Banking Services to all immediate area banks. (Motioned by Mr. Campbell, Seconded by Mr. Wyatt)

Vanguard - Mr. Wyatt reported \$31,659.01 balance with a withdrawal soon for approximately \$1,500 for Staff Development Day. The rate of return on the account over the last two years has been 5.8% that was very close to our goal of 6% yield.

Policy - Meeting Room Policy will be tabled until next meeting. Mr. Wyatt suggested that the policy be followed region wide for consistency. (Motioned by Mr. Shapiro, Seconded by Ms. DeWolf)

Old Business: None

New Business:

- Ratify all Athens Regional Board approvals from July 19, 2019 meeting (Motioned by Mr. Shapiro, Seconded by Mr. Thomas)
- Approval of 2020 Scheduled Closings of Athens Regional Library System (Motioned by Mr. Campbell, Seconded by Mr. Rice)

Announcements - None

Adjourn - With no further business, Chairman Westmacott called for adjournment at 4:35pm. (Motioned by Mr. Shapiro, Seconded by Ms. Booth, Unanimously approved)

Next Meeting scheduled for January 16, 2020 at 3:30 at Athens-Clarke County Library

Board Actions

- The Minutes of July 18, 2019 board meeting were unanimously approved. (Moved by Mr. Shapiro, Seconded by Mr. Campbell)
- The adoption of current Agenda with additions was unanimously approved (Moved Mr. Campbell, Seconded by Ms. Bryant)
- Approval of RFP for Banking Institutions to represent Athens Regional Library System was unanimously approved (Moved by Mr. Campbell, Seconded by Mr. Wyatt)
- Ratify all Athens Regional Board approvals from July 19, 2019 meeting, unanimously approved (Moved by Mr. Shapiro, Seconded by Mr. Thomas)
- Approval of 2020 Scheduled Closings of Athens Regional Library System, unanimously approved, (Moved by Mr. Campbell, Seconded by Mr. Rice)